

HUNTON & WILLIAMS

ATLANTA, GEORGIA
BRUSSELS, BELGIUM
FAIRFAX, VIRGINIA
KNOXVILLE, TENNESSEE

SUITE 1400
ONE HANNOVER SQUARE
FAYETTEVILLE STREET MALL
P. O. Box 109
RALEIGH, NORTH CAROLINA 27602
TELEPHONE (919) 899-3000
FACSIMILE (919) 833-6352

NEW YORK, NEW YORK
NORFOLK, VIRGINIA
RICHMOND, VIRGINIA
WASHINGTON, D. C.

FILE: 41147.000208

DIRECT DIAL: 919-899-3061

November 27, 1990

Mr. Williams F. Lynch, III
Supervisor, Records Management
Philip Morris Management Corp.
120 Park Avenue, 17th floor
New York, New York 10017

Departments/Records Coordinators Lists

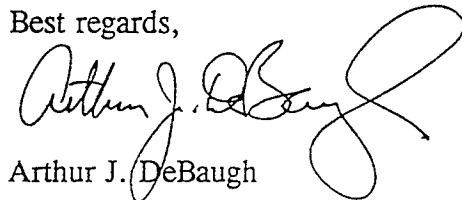
Dear Bill:

I enclose for your review the lists I have been keeping of Records Coordinators for Philip Morris U.S.A. in the New York Office and for Philip Morris International. In addition, Exhibit A is a complete list of retention schedules developed by Hunton & Williams for Philip Morris International. This list follows the format of the list you telecopied to me on November 15, 1990.

Exhibit B is my attempt to match Records Coordinators and retention schedules with the departments within Philip Morris International that are apparently "recognized" by the Personnel Department. As you will see, a great deal of confusion still exists.

After you have had a chance to review this information, please call me so that we can discuss this matter further.

Best regards,



Arthur J. DeBaugh

Enclosures

cc: Bradley B. Brooks, Esq. (w/ encl.)
Mrs. Clare Purcell (w/ encl.)
Thomas G. Slater, Jr., Esq. (w/ encl.)
Ray V. Hartwell, III, Esq. (w/ encl.)

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